

DEPARTMENT OF INSURANCE

OFFICE OF THE COMMISSIONER
320 CAPITOL MALL
SACRAMENTO, CA 95814
(800) 967-9331 OR (916) 322-3555
(916) 327-6907 (FAX)
www.insurance.ca.gov

**NOTICE**

TO: All Education Providers and Interested Persons

DATE: February 7, 2007

SUBJECT: Ten-Day Requirement to Submit Prelicensing Course Rosters and Requirement to Submit All Course Rosters Using an Electronic Method

On June 26, 2006, the Office of Administrative Law approved amendments to Sections 2186 through 2188.9 of the California Code of Regulations (CCR). These amendments resulted in two significant changes in the manner in which education providers submit their course rosters to the California Department of Insurance (CDI).

Specifically, Section 2188.8 was amended to require all prelicensing course rosters to be submitted **within ten (10) business days** from the completion of the prelicensing course. Course rosters for continuing education (CE) courses may still be submitted within 30 days from the completion date of the course.

Additionally, Section 2188.8 added the requirement that **all course rosters (both prelicensing and CE) are to be submitted through an electronic filing method** such as the CDI's Web site, electronic flat file, diskette, compact diskette (CD), or digital versatile disc (DVD).

In the past, the CCR allowed education providers up to 30 days to submit their prelicensing education course rosters to the CDI, as well as their CE rosters. However, to improve the integrity of the agent licensing process, the CDI will now rely on the prelicensing rosters submitted from the education providers as proof that the prelicensing requirement was successfully completed rather than to accept the prelicensing certificate directly from the applicant. To make this change without any unnecessary delays to the licensing process, the number of days allowed to submit prelicensing rosters to the CDI was reduced from 30 days to 10 business days. As previously stated, CE rosters may still be submitted to the CDI within 30 days of the course completion date.

In addition, prior to the approval of the amendments to the CCR, education providers were allowed to provide the CDI with both prelicensing and CE course rosters either electronically or on a paper form following the completion of the course. As a result of the amendments to the CCR, as stated above, education providers must now submit their course rosters through an electronic method to the CDI's Education Section. In those instances when electronic submission of course rosters is not possible, submission of paper rosters must be accompanied by

a letter explaining the reasons that the course roster was submitted to the CDI by paper. This letter must be signed by the provider director. Continued noncompliance, including any failure to supply a letter of explanation, may be considered grounds for the rescission of an education provider's certification.

In an effort to promote compliance with the Commissioner's established standards and to create a fair and equitable business environment, all education providers are now notified of this requirement. Additionally, the Producer Licensing Bureau's Education Section staff are contacting education providers to inform them that these requirements took effect on January 1, 2007.

If you need assistance on the California Department of Insurance's Education Provider Online Programs, please contact the Education Section at (916) 492-3064.